

Little Traverse Bay Bands of Odawa Indians



Elder's Department

7500 Odawa Circle, Harbor Springs, MI 49740

Office: 231.242.1423 fax: 231.242.1430

January 21, 2014

Aanii Tribal Elder,

This letter is to provide you with information about the Food and Utility Reimbursement program. An Elder is defined as 55 years of age or older by December 31, 2014. If *all* requested documents are turned in to the Elders Department by the deadline, you may be able to receive a check up to \$400.

The deadline to submit your application and receipts is November 30, 2014.

Please read

this letter all the way through before sending receipts.

Step One. Application materials:

1. Fill out **2014** application that is included with this letter.
2. Send in **2014** grocery receipts that add up to \$200.00.
items allowed: groceries, household supplies
items not allowed: pet supplies, tobacco products, or alcohol.
3. Send in **2014** utility bills that add up to \$200.00.
utility bills allowed: heating, electric, water, and trash removal
utility bills not allowed: cell phone, cable, satellite, internet

Hand written receipts, cancelled checks, or money order receipts will NOT be accepted.

(This is a reimbursement program; please provide PROOF OF PAYMENT or your application will be denied)

Step two: How to complete application:

1. Complete and **sign** the application.
2. Double check that your **2014** grocery receipts add up to \$200.00.
3. Double check that your **2014** utility bills add up to \$200.00.
4. Mail to above address or drop off at the office.

Step three: How your application is processed:

** Please note that this process takes about two weeks.*

1. When we receive your application, it is stamped with the date it arrives.
2. We review the application to make sure it's complete with signature and add up the grocery receipts and utility receipts.
3. If application and receipts are complete, a check request will be submitted to LTBB Accounting department.
4. LTBB Accounting department will mail your check.

Please contact the Elders Department with any questions.

Warm regards,

Joan T. Jacobs (231)-242-1423

Tammy Okuly-Shananaquet R.N. (231)-242-1422